

**COMMANDER
Combat Readiness Training Center (CRTC)**

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- 1. Objective.** As prescribed in AFI 38-201, *Determining Manpower Requirements*, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower required to accomplish the tasks described in the work center description for varying levels of workload volume.
 - 2. Authority.** AFI 37- and 65-series of Air Force and Air National Guard directives contain USAF and command policy and procedural guidance for a CRTC Commander work center. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, and is the result of a functional review.
 - 3. Applicability.** This standard applies to the CRTCs located at Phelps Collins ANGB, Alpena, MI; Volk Field ANGB, Camp Douglas, WI; Savannah International Airport, Garden City, GA; and Gulfport-Biloxi Regional Airport, Gulfport, MS. This standard applies to peacetime operations only.
 - 4. Standard Data:**
 - a. Classification. Type III.
 - b. Approval Date. 7 November 1994.
 - c. Manpower Data Source. Staffing Pattern.
 - d. Standard Manpower Equation. $Y = 1$ (Constant Manpower).
 - e. Workload Factor. N/A.
 - 5. Application Instructions.** This work center requires constant manpower of one. No other application instructions apply.
 - 6. Statement of Conditions.** The conditions listed below had no affect on the development of this standard, nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:
 - a. Minimum response rates.
 - b. Minimum manpower levels.
 - c. Standardized crew complements.
 - d. Safety considerations.
 - e. Aircraft turn-around time.
 - f. Length of waiting periods.
 - g. Levels of backlog.
 - h. Hours of operation.

**DONALD W. SHEPPERD
Major General, USAF
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OFFICIAL

**DEBORAH GILMORE
Chief
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**2 Attachments
1. Work Center Description
2. Standard Manpower Table**

WORK CENTER DESCRIPTION

Commander Combat Readiness Training Center (CRTC)

DIRECT:

1. MANAGEMENT:

1.1. ESTIMATES AND PROGRAMS REQUIREMENT:

1.1.1. MANAGES FACILITY. Manages and supervises the CRTC to assure orderly and competent accomplishment of assigned duties and functions including, but not limited to, Administration, Accounting, Logistics, Operations, Civil Engineering, Environmental, and Safety. Directs planning, review, and determination of facility requirements. Ensures compliance with all higher authority directives and regulations pertaining to operations and for the drafting, coordination, and publication of base regulations and agreements implementing these rules and regulations into base and local procedures.

1.1.2. MANAGES RESOURCES, SUPPLY, OR EQUIPMENT. Establishes policy and procedures pertaining to functions and activities of the CRTC in all matters delegated by the Adjutant General. These functions and activities include Administration, Personnel, Publications, Supply, and Logistic matters including POL, motorized equipment and vehicle maintenance, airfield facilities, structural construction and maintenance, fire/crash services, snow removal, roads and grounds, pollution control and sanitation, ground safety, training, legal matters, security, public relations, and all such other responsibilities required at a self-sustaining base.

1.1.3. MANAGES SUBORDINATE PERSONNEL. Supervises and directs subordinate supervisory personnel in all areas of responsibility, duties, and specific mission requirements to facilitate realistic and sound management in the maximum utilization of all resources, i.e., equipment, facilities, funds, manpower, space and time to effect expeditious and economical accomplishment of all mission requirements of the CRTC. Responsible for issue and receipt of government property and facilities on a continuous and recurring basis and for safeguarding and accounting for this property at all times. Informs subordinate personnel of policy, practice, or procedural change affecting individual or organizational status. Counsels employee, interviews, and selects employee. Participates in labor relations program, equal opportunity program, or other human resource management program. Participates in problem solving and takes required actions.

1.1.4. MANAGES TRAINING PROGRAM. Directs planning, review, and determination of training requirement. Reviews training status and makes decision related to training management. Includes field training for Air National Guard Prime BEEF teams and other NGB directed missions, special projects, and tasks.

1.1.5. REVIEWS INCOMING DISTRIBUTION. Reviews incoming communication for information, necessary action, and routing.

1.1.6. REVIEWS OUTGOING DISTRIBUTION. Reviews outgoing communication for completeness, accuracy of content, and coordination; signs and dispatches.

1.2. COORDINATES WITH OUTSIDE AGENCY. Coordinates with major commands, numbered Air Forces, military unit commanders, and their respective staffs on matters of policy, facilities, requirements, and logistics. Coordinates and monitors support services of other military agencies such as air weather and communications including base support to these functions.

1.3. EVALUATES LOGISTIC ACTIVITY. Visits activity to observe condition and evaluates resource capability, performance, or requirement.

1.4. REVIEWS REPORT OR STATISTICAL DATA. Analyzes report, statistical data, and management product. Evaluates work center status to identify exception, trend, or condition which requires management attention.

1.5. ATTENDS OR CONDUCTS BRIEFING, CONFERENCE, OR MEETING. Attends precamp conferences of unit commanders scheduled to use the training site. Gathers information, organizes reference material, and attends/conducts briefing, conference, or meeting. Establishes/conducts board or council.

1.6. MANAGES FINANCIAL REQUIREMENT. Reviews, approves, and submits budgetary requirement. Manages utilization of allocated funds.

2. TECHNICAL ASSISTANCE:

2.1. PROVIDES TECHNICAL MANAGEMENT ADVICE. Provides advice on subject relating to logistic organization procedures development, equipment requirement, maintenance priority, or other management problem.

2.2. PROVIDES PERSONNEL MANAGEMENT ADVICE. Provides advice on recommended personnel assignment and assists in personnel selection. Counsels personnel and recommends necessary action to resolve problem.

2.3. PROVIDES LIAISON BETWEEN STAFF AND MANAGEMENT. Provides a communicative channel to subordinate management personnel by visiting work center, observing condition and activity, and conversing with personnel. Informs staff of change affecting personnel or operation by means of written notice or personal contact.

2.4. RECEIVES VISITING OFFICIAL. Receives and escorts official visitor. Aids visiting official in accomplishing mission.

3. SPECIAL PLANNING OR SCHEDULING:

3.1. PREPARES FOR INCOMING UNIT TRAINING. Coordinates with the Adjutant General, the National Guard Bureau, USP&FO, other military commands, and tactical military unit commanders concerned; determines and establishes current and long-range plans to assure that adequate facilities, equipment, supplies, funds, and related capabilities for successful performance are available at the required time; provides realistic training devices for whatever type of weapon deployment and support requirements this site needs to fulfill the training needs of the current military concept. Plans for and supervises the procurement, storage, and issue of supplies and equipment required. Coordinates arrival of peculiar or specialized equipment to assure availability to unit concerned.

3.2. SCHEDULES APPROPRIATE ACCOMMODATIONS. Provides billeting accommodations to incoming units.

3.3. PERFORMS OVERSIGHT ON SUBORDINATE UNIT PROGRAM. Makes staff visit to subordinate unit and evaluates capability. Reviews data and gives direction/advice to improve procedure/performance.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the standard indirect description.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
CRTC/Commander/1010TC			Constant Manpower								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Support Grp Cmdr	30C0	AGR	1								
TOTAL			1								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											